



**Job Description: PEACEPLUS – Advocacy Support Worker (GB Clients)-
Maternity cover.**

“Supported by the PEACEPLUS Programme, managed by the Special EU Programmes Body (SEUPB).”

Responsible to: SEFF’s Advocacy Manager

Location: Based at SEFF's Lisburn office

Hours of work: 37.5 hours per week (FT) from now until – 31st July 2026

A job share arrangement may also be considered, with the full-time hours divided accordingly

Salary: £35,235 gross per annum + 6% pension paid monthly in arrears

Background

The PEACEPLUS Programme is a unique cross-border structural funding programme aimed at reinforcing progress towards a peaceful, stable, and prosperous society in Northern Ireland and the border counties of Ireland. PEACEPLUS has been designed to build upon the achievements of the previous PEACE IV programme.

The PEACEPLUS Programme is supported by the European Union, the UK Government, the Northern Ireland Executive, and the Irish Government. It is managed by the Special EU Programmes Body (SEUPB). PEACEPLUS comprises six themes, which are outlined below:



VSS is delighted to have been named as the **Lead Partner** for **Theme 4 (Investment Area 3 – ‘Victims and Survivors’)** of the new PEACEPLUS Programme.

Investment Area 3 (Victims and Survivors) of Theme 4 (Healthy and Inclusive Communities) aims to further build on the health and wellbeing support and services delivered to victims and survivors of the Troubles/conflict as part of our previous PEACE IV project.

The **objective** of this Theme & Investment Area is to contribute to the creation of a more cohesive society through an increase in the provision of **Health and Wellbeing** and **Advocacy Support** for victims and survivors.

The Advocacy Support Programme within the community & voluntary sector ensures that victims and survivors have access to high quality practical support when engaging with on-going legacy inquests, inquiries, investigations, and any other institutions/mechanisms.

Purpose of the Role

The VSS - PULSE Project aims provide advocacy and advice in relation to Truth, Justice and Acknowledgment to families bereaved as a result of the Troubles/conflict.

The post holder will be required to support, advocate and advise families who wish to engage with institutions/mechanisms in respect of their bereavement.

Responsibilities

- Provide families with information about relevant statutory and other organisations to help them make an informed judgement on engaging with such organisations.
- Prepare families for meetings with relevant organisations.
- Facilitate meetings between families and relevant organisations.
- Facilitate meetings between relevant organisations and witnesses.
- Provide practical support for families as they engage with statutory or other organisations.
- Research on individual cases to ensure that families and the organisation are fully prepared for meetings with relevant agencies.
- Maintain and update files on each case, and ensuring all files are properly archived and recorded.
- Correspond with any relevant bodies to gather information on each case.
- Organise meetings with client groups and/or families for the purposes of sharing information or planning events.
- Plan and organise conferences, meetings etc as relevant to the work of the (*insert organisation name*).
- Conduct research with families in order to document the impact of the troubles/conflict related incident and broader issues that help to provide a contextual background to cases.
- Collate and edit the information from official and family sources into a single publicly accessible record.
- Represent the (employing organisation) at public meetings, conferences and subgroups, as advised by the Advocacy Support Manager or Director.
- Ensure that all other staff are kept fully aware of all relevant developments relating to the work of the Advocacy Support Officer to ensure that all aspects of the work is properly coordinated and that there is no unnecessary overlap or duplication of work.

- Contribute towards SEFF's Troubles Education Programme, as advised by the Advocacy Support Manager and/or Director
- Work with families to develop personalised anniversary posts to be shared on SEFF's Social Media.
- Support families and individuals around the area of memorialisation and commemoration.
- Proactively seek to raise awareness of the service through Information/Exhibition-based events.
- Fulfil other requirements as directed by the Organisation
- Deliver the service for the benefit of the memberships attached to partner groups, as advised by Line Management/Director
- Feed into the Advocacy oversight structure for the service.
- Undertake further training as required.

Role Competencies

Essential Criteria:

By the closing date for applications, candidates must be able to demonstrate:

1. A relevant degree plus 1 year experience providing advocacy and advice to vulnerable clients.
- Or
2. 4 years' experience providing advocacy and advice to vulnerable clients.
- And
3. A minimum of 2 years' practical experience collating information, writing reports and analysing complex information.
4. A minimum of 2 years' practical experience of effectively managing complex client interactions.
5. A minimum of 2 years' experience working and building relationships with multiple stakeholders.
6. Hold a full license valid in the UK with access to a car. This criteria will be waived in the case of an applicant whose disability prohibits driving but who is able to make alternative arrangements.